

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **ACCOUNT CLERK TYPIST**

Jurisdictional Class: **Competitive**
Date Adopted: **Unknown**
Date Revised: **June 19, 2000**
Jurisdictions: **County, Villages, Schools**
Union Status: **CSEA (county)**
Pay Grade: **7 (county)**

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level position in the clerical field working with arithmetic computations. Work is primarily of a routine nature and involves substantial operation of a keyboard or a typewriter in the application of standard account keeping practices in maintaining and reviewing financial accounts and records. Employees work under general supervision performing standard assignments in accordance with definitely defined procedures. Supervisors are available for consultation on unusual problems and provide instructions on all new or difficult assignments. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Operates various office equipment in performing duties described below:

Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;

Receives remittances by mail or in person, verifies amounts, computes interest and penalties and posts to books of original entry; Assists in maintaining labor, material and operational cost records;

Assists in verifying and reconciling account balances according to a prescribed procedure;

Enters forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgments, lis pendens, reports, index cards, time cards, etc. in a variety of media using an alpha-numeric keyboard or other data entry device;

Classifies recurring receipts and expenditures and distributes costs according to a prescribed code;

Transcribes from a recording or longhand copy;

Prepares and maintains various types of records;

Compiles data for and helps in the preparation of simple financial and statistical reports;

Sorts, indexes and files requisitions, vouchers, ledger cards and other materials;

Compiles payroll data, prepares and checks payrolls; and Operates computing, calculating, check writing and other office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to manipulate an alpha-numeric keyboard and to type accurately at an acceptable rate of speed; ability to make arithmetic computations accurately and rapidly; ability to understand and follow oral and written instructions; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, including or supplemented by courses in keyboarding/typing and bookkeeping; or

One year of experience in maintaining fiscal accounts and records requiring the operation of a keyboard or typewriter; or

An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

Last Reviewed: n/a
Last Updated: 06/19/00
Reviewed By: n/a
Last Reallocated: n/a